Bylaws of

The Minnesota Association of Alternative Programs

(MAAP)

ARTICLE 1 – NAME

The name of this organization shall be "Minnesota Association of Alternative Programs", noted hereafter as MAAP.

ARTICLE 2 – DEFINITIONS

Alternative Education: The study or practice of implementing non-traditional schools, programs or approaches to teaching and learning.

Alternative School: An established environment apart from the traditional school, or a separate program within a traditional school, designed to accommodate specific students' educational needs; such as; work-related training, reading, math, science, communication, social skills, physical skills, employability, study skills, life skills, or cultural awareness. [13][15]

Traditional School: An established environment designed to provide a comprehensive education to the general populace. [13][15]

Public Alternative Education: Public Alternative Education serves to ensure that every young person may find a path to the educational goals of the community. Programs focus on what they can offer the student not on what problems that student has had in the past.

Charter Schools: Schools approved by the Minnesota Board of Education under Minnesota Statute 124.D.10 and other relevant statues. [15]

Schools within Schools: School programs within a traditional school, that may not have been designated as alternative programs, but do offer some students educational choices that they otherwise would not have.

MAAP STARS: A youth organization of chartered chapters recognized by the MAAP Board to promote a variety of activities for youth involved in alternative educational programs. Goals and organization are described in the MAAP STARS Constitution.

Region: The organization, roughly based on the geographical area where MAAP members have organized and aligned themselves with ALCs or Alternative Programs and the MAAP Board of Directors to form the MAAP organization.

IALA: The International Association for Learning Alternatives is an association of individuals and state organizations dedicated to educational reform through systemic change. The mission is "to lead, support and promote learning alternatives and choice options." IALA was incorporated in August 2001 due to the extraordinary efforts of a Task Force supported by MAAP. [1]

ARTICLE 3 – PURPOSE

Section 1. The purpose of education is to provide for the maximum intellectual, personal/social, and career vocational development of students so they can function as effective citizens. Alternative schools play a vital role as change agents in the educational system. [15]

Section 2. The Mission of MAAP is to lead, promote and support innovative learning experiences.

Section 3. The Purpose of MAAP is to meet the needs of students, parents, teachers, future teachers, administrators, and the general citizenry through a professional organization dedicated to the improvement of alternative education.

(a) To provide educational options that will allow learners to develop their personal, academic and career potential on their way to becoming productive citizens.
(b) To provide technical assistance to practitioners.
(c) To be a change agent for the traditional educational system.
(d) To represent the common interests of alternative learners to the greater community.
(e) To provide professional development opportunities.

ARTICLE 4 – MAAP MEMBERSHIP [13]

Section 1. Any person involved or interested in alternative education shall become a voting member upon payment of dues of MAAP. MAAP members are eligible to vote, hold office and attend meetings.

ARTICLE 5 – OFFICERS

Section 1. The officers of MAAP shall be: President, Immediate Past President, President-Elect, Secretary, Treasurer, and Director-at-Large.

Section 2. The length of term for each office shall be two (2) years. The President-Elect shall become the President two (2) years following election to the office of President-Elect, at which time the President succeeds to the position of

Immediate Past President and the former Immediate Past President retires from the Board. The President-Elect, Secretary, Treasurer, and Director-at-Large are elected by the organization members at alternate annual meetings. The term for newly elected officers shall begin at the first regular board meeting following the state conference and election. [17]

Section 3. In the event an officer is unable to fulfill the term of office, the President shall direct that the Board of Directors fill the unexpired term with a person who is currently a member of MAAP. This choice will be based on a majority vote of the remaining officers and the Board membership.

Section 4. When directed by the Board of Directors, the officers of the MAAP organization will be designated the Executive Committee. Except for the power to amend the Articles of the Bylaws, the Executive Committee shall have all the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, subject to the direction and control of the Board. Meetings of the Executive Committee shall be reported at the next regular meeting of the Board.

ARTICLE 6 – DUTIES OF THE OFFICERS

Section 1. The President shall preside at all meetings of MAAP and of the Board of Directors, submit names of recommended committee appointees to the Board of Directors for approval, and perform all other duties as needed, including the delegation of responsibility of officers and the Board. The President shall be an ex-officio member of all committees and assume the responsibility to see that the committee's function. The President shall serve as a delegate to IALA.

Section 2. The President-Elect shall act in place of the President at all MAAP and Board of Directors meetings, which the President is unable to attend. The President-Elect shall be responsible to learn the duties of President and work to make connections with regions. [2][11]

Section 3. The Immediate Past President shall serve as chair of the nominating committee and perform such duties as may be assigned by the President. [15]

Section 4. The Secretary shall keep the records of the current activities of MAAP and shall serve as chair of the bylaws committee. [3]

Section 5. The Treasurer shall collect dues and dispense funds of MAAP, subject to the approval of the Board of Directors; shall be responsible for the maintenance of the membership roles of MAAP; shall keep a complete financial

record which ensures responsible fiscal operation; shall submit a financial report to the Board of Directors at the regular meeting and to the Association at its annual meeting. The Financial Report shall be kept from April 1 to March 31, which shall be considered the fiscal year. An annual review will be conducted by August 31 every two years by a committee of no less than three persons appointed by the President. The treasurer shall submit a proposed budget to the Board of Directors at the summer (or spring) retreat/meeting. [15]

Section 6. The Director-at-Large shall take on leadership of the statewide conference planning for the MAAP organization. [10][15]

ARTICLE 7 – BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the MAAP officers and nine directors – one from each region. All officers and the nine directors would be considered voting members of the board.

Section 2. The board may also have up to four (4) ex-officio members. Ex-officio members will not have voting authority on the Board of Directors. The make-up of ex-officio membership will be determined by the Board of Directors and could include representation from the Minnesota Department of Education and other educational interests, as deemed worthy and appropriate. [13][15]

Section 3. The existing Board has the power to fill all emergency vacancies.

Section 4. Each Region shall elect a Director from its membership to act as the Region's representative to the Board. The Director's term of office shall be two years, at which time the Director could be re-elected. A Region shall establish a procedure for succession. If a Director is unable to finish a term, and no plan for succession exists, the Region shall elect a new Director to finish out the term before the next Board meeting. [13]

ARTICLE 8 – DUTIES OF THE BOARD OF DIRECTORS

Section 1. The Board of Directors shall meet at the President's discretion, to conduct official business, when it is not feasible for the total membership to meet. Seven members of the Board of Directors shall be present to conduct official business of the association.

Section 2. The Board of Directors may annually formulate goals and objectives for the Association to be presented to the membership for approval.

Section 3. The Board of Directors shall formulate the agenda for the annual meetings of the Association.

Section 4. The Board of Directors shall authorize expenditures to conduct the general business of the Association and direct all matters of budget and finance. [15]

Section 5. Directors will represent and report back to their respective regions as related to the business of MAAP, and will serve as the MAAP Board's representative at Regional meetings. [15]

Section 6. The Board of Directors shall recognize and issue charters to Regional Organizations, thereby establishing the Regions an official part of the State Organization. The Regional Organization in turn will provide an "Annual Regional Report" immediately following the Regional Meeting at the Annual State MAAP Conference each year.

Section 7. The Board of Directors shall recognize and issue the charters of MAAP STARS Chapters.

Section 8. The Board of Directors will establish such committees as may be desirable. [5]

Section 9. Duties of ex-officio members: Ex-officio members act in an advisory role and may take special assignments as determined by the President. [6]

Section 10. Duties of executive coordinator: MAAP Board of Directors may contract with an individual or firm to serve as an executive coordinator to perform any MAAP's duties and functions deemed necessary on an annual basis. The terms of the contract must be reviewed and adopted by the board for any contract extension or contract renewals. The annual compensation, payment schedule and any additional pertinent details for such contract shall be approved by the MAAP Board. [16]

ARTICLE 9 – ELECTIONS

Section 1. A nominating committee of not fewer than three members to be chaired by the Immediate Past President. [15]

Section 2. The nominating committee shall present two candidates each for the offices of President-Elect, Secretary, Treasurer, and Director-at-Large to the membership at the annual meeting beginning in 1996. Election of association

officers will follow every even numbered year thereafter. Nominations from the floor for any of these positions would also be accepted.

Section 3. The election of Regional Directors shall occur at the Annual MAAP conference during the Regional Meeting on alternating years. The following five Regions shall hold their elections on odd numbered years: Southwest, Southeast, Northwest, Northwest Metro, Northeast Metro, beginning in 1997. The remaining four (4) Regions shall hold their elections on even numbered years. [15]

ARTICLE 10 – AMENDMENTS

Section 1. An amendment may be proposed in writing by a member or members of the Association. A proposed amendment must be submitted to the Board of Directors who will publish it a minimum of thirty (30) days prior to the annual meeting.

Section 2. Adoption of a proposed amendment of the bylaws shall be by two-thirds vote of those members attending the annual meeting.

ARTICLE 11 – IMPEACHMENT AND REMOVAL OF OFFICERS

Section 1. In the event an officer, including the president, fails to perform their duties, or has committed acts that place MAAP in legal or ethical jeopardy, or puts the organization in a comprising position, an officer(s) may be impeached and removed from office.

Section 2. Any current MAAP member may call for the consideration for impeachment and removal of an officer by submitting a written statement detailing the reason(s) for the request. The president will have no more than sixty days to respond, either by calling a special board meeting or placing the request for impeachment on the next scheduled regular board meeting. The MAAP Board must have a quorum to discuss and consider any action. The president, with the executive committee, has the right to refuse to address the impeachment request if deemed frivolous or unwarranted.

Section 3. The officer(s) under consideration for impeachment has the right to hear all charges and the right to respond to such charges at the MAAP board meeting.

Section 4. A 2/3 majority vote of a quorum of the MAAP Board is required to remove any officer. A MAAP Board member is defined as an officer (a member of the executive committee) and the nine (9) regional directors. There are fifteen (15) MAAP Board members.

Section 5. In the event the president is being considered for impeachment and removal from office, the written request must be made to the past-president. The past-president shall call and preside over

a special board meeting not to exceed sixty day from receiving the request. [17].

MAAP STANDING RULES

1. Committees

The Association, through its Board of Directors, may establish such committees as may be desirable. Chairpersons of the committees will be appointed by the President with confirmation of the Board of Directors to follow. [7]

2. Dues

The annual dues for membership shall be established at the annual meeting. The annual dues for membership will be established by the Board of Directors. In case of an emergency, members may be assessed an additional amount to cover expenses, the amount to be determined by the Board of Directors. Dues shall be used for normal operating expenses. A $10.00 fee will be added to MAAP Annual dues which shall be applied to IALA membership. [12] [14] [15]

3. Rules of Debate

At the Annual Meeting the Association shall be governed by the ruling that in debate, each speaker shall be limited to three minutes unless otherwise ordered.

4. Voting

Section 1. At regularly scheduled Association meetings one vote over half of the membership present shall constitute a majority vote.

Section 2. The Board of Directors may call for a written ballot when they deem necessary. All such voting will be on ballots provided to members only by the Board of Directors.

Section 3. All ballots will be counted by the Board of Directors or their designee.

Section 4. The Immediate Past President, serving as chair of the nominations committee, shall submit a copy of the official ballot to the Board of Directors for approval, before the Annual Business meeting of the full MAAP Membership.

5. Revisions

The standing rules may be amended by a two-thirds vote of the MAAP members attending the MAAP annual meeting.

6. Guidelines

Section 1. Attendance at National Conference: MAAP may send two representatives to the National Alternative Education Conference. [15]

Section 2. Reimbursements:

(a) Travel: MAAP will pay the IRS rate up to $50 to Board members attending meetings if their district does not pay the cost of travel.

(b) Substitutes: MAAP will pay up to $135.00 per day to include sub pay reimbursement and fringe benefits for substitutes for Officers, Regional Directors and Committee Chairs attending State meetings and other pertinent functions if their district does not pay the cost of substitutes. This reimbursement may be used up to 3 days per year for Regional Directors and Committee Chairpersons, up to 5 days per year for Officers, and up to 7 days per year for the President. For additional days (MAAP State Meetings and other pertinent functions) to what is stated, Officers, Regional Directors and Committee Chairs will need prior approval of the President. [8][15]

(c) All requested reimbursements must be attached to a voucher with receipts.

(d) Non-budgeted expenditures must receive prior approval from the Board of Directors.

Section 3. Governance - The MAAP organization shall be the governing body guided by these bylaws, and the MAAP Board of Directors acting on behalf of the members shall recognize and issue or revoke charters to regional and youth organizations. The Board of Directors shall determine the number of Regions (9) and the governance and the regions will elect a director to the MAAP Board of Directors at the MAAP Annual meeting when their term expires. MAAP STARS shall be governed by its own constitution and shall maintain contact with MAAP through the MAAP STARS Standing Committee and its Chair.

Section 4. Financial Support - The MAAP Board of Directors shall determine how money collected through MAAP membership dues shall be distributed to Regional Organizations, to MAAP STARS, MAAP expenses, professional development, and any additional expenditures. Otherwise, each region may determine the more specific use of money. Moneys will be distributed equally to regions regardless of how much money each region previously spent. However if it is determined that the Region has not implemented a plan for using the funds the MAAP Board of Directors may recall the unspent funds to make available for uses it determines beneficial to the mission of the MAAP Organization. [15]

Approved By the Board of Directors and membership on February 11, 2010

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Secretary of MAAP

Originally approved, February 2006

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1. 2/2002, IALA definition added. IAASP definition deleted.
2. 2/2002, under Article 6, Section 2 added "The President-Elect shall be responsible to learn the duties of President and work to make connections with regions"
3. 2/2002, added Section 4 under Article 6
4. 2/2002, changed wording from "up to three" to "up to five"
5. 2/2002, added Section 8 under Article 8
6. 2/2002, added Section 9 under Article 9
7. 2/2002, a change was made to delete the standing committees and their designated chairs from this section. Previously all standing committees and chairs were listed here.
8. 2/2001, reimbursements letter b. added
9. 2/2002, the words "the regions" added to this section
10. 2/2004, the duties of Director at Large changed
11. 2/2004, the duties of President Elect changed
12. 2/2004, the conference fee increases $10.00 for Support of IALA
13. 2/2006 the following articles and sections were changed to reflect current practice:
    Article 2, Definitions
    Article 4, Heading
    Article 7, Section 2 and Section 4
14. 2/2009, change of dues from an individual membership to IALA to and organizational membership
15. 2/2010 the following articles and sections were changed to reflect current practice:
    Article 2, Definitions,
    - change ***Alternative Education*** to "The study or practice of implementing non-traditional schools, programs or approaches to teaching and learning"
    - under ***Alternative School*** add "or a separate program within a traditional school" and delete the word "comprehensive"
    - under ***Traditional School*** delete "and to which assignment of students is made more on a basis of geographical location than unique educational need"
    - under ***Charter Schools*** add "under Minnesota Statute 124.D.10 and other" and delete the word "the"

    Article 3, Purpose, Sec. 1,
    - delete "a"
    - change "agent" to "agents"

    Article 6, Duties of Officers, Sec. 3, change "Board of Directors" to "President"
    Article 6, Duties of Officers, Sec. 5, add "(or spring) retreat/"
    Article 6, Duties of Officers, Sec. 6, delete "and/or leadership of MAAP statewide special projects and initiatives as directed by the Board of Directors"
    Article 7, Board of Directors, Sec. 2, change "will" to "may"
    Article 8, Duties of Board of Directors, Sec. 4, change "may" to "shall"
    Article 8, Duties of Board of Directors, Sec. 5, change "Boards" to "Board's"
    Article 9, Elections, Sec. 1,
    - change "less" to "fewer"
    - delete "shall be appointed by the President and approved by the Board of Directors"

    Article 9, Elections, Sec. 3, added "Regions shall hold their elections"

Standing Rules, #2 Dues, change "will" to "may"
Standing Rules, #6 Guidelines, Sec. 1 Attendance at National Conference

- changed "shall" to "may"
- deleted "They shall be the President and the President's designee"

Standing Rules, #6 Guidelines, Sec. 2 Reimbursement, Sub-section #2 Substitute reimbursement

- increase of substitute pay reimbursement from $90 to $135
- added "Regional Directors"
- added "and other pertinent functions"
- added "For additional days (MAAP State Meetings and other pertinent functions) to what is stated, Officers, Regional Directors and Committee Chairs will need prior approval of the President"

Standing Rules, #6 Guidelines, Sec. 4 added, ", and any additional expenditures."
16. 2/2010, Duties of Executive Coordinator added
17. 2/2011, Article 5, Section 2 added "The term for newly elected officers shall begin at the first regular board meeting following the state conference and elections. Article 11 added, "Impeachment and Removal of Officers."

CERTIFICATE

The undersigned Secretary of the Minnesota Association of Alternative Programs (MAAP), a Minnesota nonprofit corporation, does hereby certify that the foregoing bylaws are the bylaws adopted for the corporation.

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Date Secretary